



# Job Opportunity

## State Controller's Office

**Position:** Associate Governmental Program Analyst

Statewide

**Location:** Division of Collections  
3301 C Street, Suite 712, Sacramento, CA 95816

**Issue Date:** January 29, 2007

**Final Filing Date:** Until Filled

**Contact/Telephone:**  
Susan Lash, 322-1812

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

- \* Free Parking Provided
- \* Flexible Hours

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-550-5393-036  
Ref 1.29.CRSD1

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

With general direction provided by the Manager of the Safe Deposit Unit, the Associate Governmental Program Analyst is responsible for the development, implementation, and monitoring of operations related to the Unclaimed Property Safe Deposit Program. Duties include, but are not limited to the following:

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

- As unit lead, develop, implement, and monitor work related to receiving, tracking, and retaining all safe deposit box contents remitted statewide;
- Provide assistance to unit manager in developing workload/performance measurements to ensure that primary goals and objectives are accomplished;
- Prepare management reports and statistics;
- Allocate resources for daily work processes, including claims research;
- Provide assistance to management with planning, implementing, and coordinating the online and live/simulcast auction of safe deposit contents;
- Direct the auction appraiser and auctioneer in preparing the auction lots for previews and sales on national and statewide levels;
- Represent the State Controller's Office and assist press staff with press releases, media activities, and transportation of property to and from media events;
- Ensure general day-to-day security of the safe deposit property held by the State Controller;
- Develop, analyze, review, and evaluate legislative bills and new laws;
- Explain administrative requirements to officials and the general public as it affects the Safe Deposit Program;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Write procedures for any legislative changes pertaining to the Safe Deposit Program that are enacted into law;
- Prepare issue/decision papers, implement resulting decisions, and monitor results;
- Bring to the unit manager's attention any issues that impact the program relative to remittance of safe deposit contents, accountability of auction proceeds, business practices, and litigation matters;
- Develop Request for Proposal and Invitation for Bid contracts to acquire services of an Unclaimed Property Appraiser and Auctioneer;
- Represent the Safe Deposit Unit as the subject matter expert for projects, committees, or other teams;
- Make periodic presentations to the press and new staff regarding the Safe Deposit Program;
- Communicate on the status of accounts/property received via safe deposit boxes and ensure that tangible property is securely delivered to the rightful owner or heir;
- Author the more complex written procedures and ensure written procedures are in place and maintained;
- Independently or within a team framework, provide continuous program evaluation of current methods of operations regarding the Safe Deposit Unit;
- Develop alternatives and make recommendations to management for a more effective or efficient operation, including cost analysis, resource allocation, and staff development studies;
- Communicate with financial institutions and coordinate the transfer of safe deposit contents to the State Controller's Office;
- Liaison with various departmental officials, employees, and others regarding unclaimed property laws, procedures, applications and obligations of the safe deposit program.

***Applications will be screened and only the most qualified will be interviewed***

#### **How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

#### **State Controller's Office**

Division of Collections  
3301 C Street, Suite 712  
Sacramento, CA 95816

Attn: Susan Lash

Reference Number 1.29.CRSD1, 051-550-5393-036 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).